

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 21 August 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 14 - 20 August 1956

1. Numbers in Clerical Induction Training. During the week of 14 August there were 82 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 45 people for the week of 14 August.

3. Results from Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the Entrance-on-Duty employees for the week of 14 August were:

	Tested	Qualified
Shorthand	4	0
Typing	14	4

4. Official Agency Testing Administered by Clerical Refresher Training. On 14 August 1956, Clerical Refresher Training administered the official Agency typewriting and shorthand tests. The results are as follows:

	Tested	Qualified
Shorthand	4	0
Typing	5	0

5. Clerical Training Personnel Attend Conference. Mrs. [redacted] Instructor, Clerical Refresher Training, and Mrs. [redacted], Instructor, Clerical Induction Training, attended The Gregg Methods Conference for Business Teachers in Chicago during the week of 14 August. The principal lecturers, who are leaders in the field of business education, were as follows:

Louis A. Leslie	Shorthand
Dr. John L. Rowe	Typewriting
Gilbert Kahn	Bookkeeping
Dr. Vernon Musselman	General Business
Gilbert Kahn	Office Practice and Filing

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25 YEAR RE-REVIEW

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OTR/CT:MAH:jdm (21 August 1956)

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